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SEVE

OFFICE OF TRAINING

OPERATIONS SCHOOL

CLANDESTINE SERVICES RECORDS II #2-68

(Biographic Research)

11 - 15 December 1967

30 Hours

Room 1A-07, Headquarters

25X1A9a

Chief Instructor
Room 614, 1000 No. Glebe Road
Extension 3096

Group I
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FOREWORD

CS RECORDS II (Biographic Research) is intended for Operations Officers and intelligence and clerical assistants who support operations through the recovery of information about persons of interest to the Clandestine Services. It introduces the principles, techniques, and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the students should absorb.

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Monday, 11 December 1967

Administration and Course 0830-0900 Introduction

Chief Instructor

25X1A9a

Issue of student kits, seating and student review of reading material and schedule

Reading:

"An Experience in Name Tracing" Read:

Chapter 1, Sec. 3&5

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Biographic Research in the CS 0900-0950

> An outline of research and investigative procedure. Biographic research at Headquarters related to investigation at the

Field Station.

FILM: An Exercise in Name Checking 1000-1040

CRS /Biograph Register 1050-1200

> A description of the sources and services available to the

researcher.

1200-1300 Lunch

The Office of Security Index and 1300-1350

Biographic Services

A description of the services provided by the Office of Security in both the checks of the various other US Government agencies and in providing

investigative or research services.

Introduction to non-CS Indices 1400-1500

and Files

C/USSR/ISG/CRS

OS/OSD

Mr.

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Tuesday, 12 December 1967

0900-1000	Collation	and	Analysis	of	Biographic
	Tar Danis and die				

Information

1000-1500 Biographic Research Practical

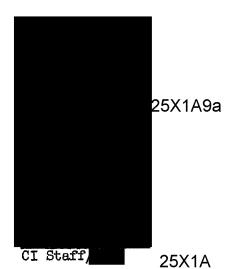
Exercise

Wednesday, 13 December 1967

0900-1400 Biographic Research Practical

Exercise (continued)

1400-1500 Writing the Meaningful Report



Thursday, 14 December 1967

0900-1400 Biographic Research Practical

Exercise (concluded)

<u>Mr.</u> 25X1A

Friday, 15 December 1967

0900-1130 Critique of Practical Exercise

1130-1200 Final Administration

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